



# St. Paul's Episcopal Church Vestry Meeting Minutes

## Call to order

A meeting of St. Paul's Episcopal Church Vestry was held at St. Paul's Chapter Room on Tuesday, March 22, 2016 at 7:00pm PT. The meeting began with a prayer led by Rev. Hogue.

## Attendees

Attendees included The Rev. Dr. Mauricio Wilson, George Strait, Liz Hook, Alice Brilmayer, The Rev. Richard Hogue, Tom McGarrell, Yuri Sikkema, and Mia Gamboa.

## Members not in attendance

Members not in attendance included Bill Davis, Sharon Pilmer, James Kadleck and Saundra Anderson.

## Approval of minutes

The December 2015 Meeting Minutes were approved; Liz Hook motioned approval; George Strait seconded the motion. All Ayes; No Nays.

The February 2016 Meeting Minutes were approved; Liz Hook motioned approval; Yuri Sikkema seconded the motion. All Ayes; No Nays.

## Unfinished business

### St. John's Passion

We were able to raise the required funds for the St. John's Passion (David Farr Fund).

### Deacon Stipend

The Vestry determined the Deacon's Discretionary funds should be drawn from the Axel Nelson Fund. This money will allow Deacon Carolyn Bolton to fund ministries that normally come out of her pocket. The money is not leaving St. Paul's; it is part of our ministry here in Oakland. Tom pointed out that she needs to keep a diary of how she spent the money.

### Delegates and Alternates

Fr. Wilson stated this will be discussed future Vestry meeting.

### Music Director Search

George Strait reported that 17 people applied and the committee has culled the list to six people. Letters were sent to all applicants informing them of their status. Three interviews are scheduled on April 2<sup>nd</sup>, one on April 4<sup>th</sup>, and one on April 18<sup>th</sup>. The committee plans to meet

during the week after the final interview. Of the six remaining applicants, two are young in their already accomplished careers. One is from out of state. In addition to being accomplished musicians, two have accomplished careers in other industries. One is Jewish by faith. Some know the parish well. While one is not an Episcopalian, they still come to church. It is a diverse group, all whom seems to be terrific persons as well as accomplished musicians. Tom McGarrell asked if the committee does not find someone they think will fit well for the long-term, would they consider an interim. George responded an affirmative.

### Nametags & Welcoming Ministry

Tom McGarrell would like to have a guest account so that other people can make the nametags if needed. Yuri and Tyson have been helping out with them. We need ushers and welcoming people. Tom would like at least four people who specifically help out with nametags. He wants those who help with management of nametags to be separate from usher duties.

Fr. Wilson would like to have at least one clergy member standing at the steps to welcome people, if possible.

The Welcoming Committee is focusing on how to best welcome newcomers. The goal is to have a process and procedure to guide volunteers every step of the way. Tom mentioned that St. Mark's in Berkeley has the Senior Warden lead announcements from the lectern.

## Reports

### Buildings & Grounds

Fr. Wilson reported that people from Capitol Electric were repairing the exit lights and discovered old and faulty wiring. Capitol's team halted work and reported that the exit lights are always on and the reason why they continue to burn out. Tom McGarrell mentioned James Kadleck's concern if the school could share the cost of repair. Fr. Wilson emphasized the need to have the work completed ASAP.

### Finance Report

Tom McGarrell presented the P&L, checking account register, and Balance Sheet.

The search for a Financial Advisor was presented. Merrill Lynch (recommendation from James Kadleck) and another company on the peninsula (recommendation from Sandra Anderson) have been contacted. Tom checked the FINRA report of the Merrill Lynch representative, Mary Foust. She has an outstanding 29 year record and currently serves 36 clients with \$600MM assets under management, individuals and institutions. A meeting has been scheduled for April 1, 2016. She is available to make a presentation for the Vestry and parish. Tom emphasized the need to move forward quickly, due to the current volatility of the Markets.

### Rector's Report

Fr. Wilson reported. Holy Week is here! Activities are going very well here at the parish. He thanked Alice Brilmayer for helping with Communion Bread-baking Ministry, the clergy for all of their support. Two Lenten programs and Noon Mass Services on the weekdays have been offered. Fr. Mauricio is very happy and relieved to report enough funds were raised for the David Farr Music Fund to pay for the St. John Passion and have funds remaining to move forward.

The clergy renewed their vows at Grace Cathedral today; when one clergy member pointed out that we truly do have a gifted and diverse clergy that serve at St. Paul's. It's unfortunate that The Rev. Richard Hogue will not be with us much longer. He will be graduating and moving forward in his service to God.

Virginia Bradford recently passed away. Bequests to St. Paul's in her estate have been triggered. The Executive Committee will discuss a recommended approach when the bequests do come. Most likely, the plan will be to set them aside for a period of six months to one year. Since the last meeting of the Vestry, our parish has experienced the deaths of Francis Kibler and Virginia Bradford.

Fr. Wilson reported the he had recently visited Ginny McCormick.

### Other Business

Tom McGarrell requested a status update for the Seminarian's room. Fr. Mauricio responded he has set up a meeting with a representative from Episcopal Senior Charities regarding Senior Resources. Their contract is due to expire on October 31, 2016. The conversation will be regarding the future uses of the entire second floor and Seminarian's room. If they choose to reduce their space requirements, there is a possibility of allowing the school to utilize the space. Fr. Wilson has contacted the school head, Josh, and informed him the amount charged for the second floor would have to be at market rate. Tom alerted this may cause a short term effect to the budget.

George Strait inquired whether communion is regularly taken to people on Sunday. Rev. Hogue and Fr. Wilson answered that communion is taken to people during the week, by lay people and clergy members.

### New business

George Strait would like to have an opportunity for fuller discussion regarding fundraising for the 150<sup>th</sup> Anniversary of the St. Paul's in 2021. We have five years to plan and prepare.

The Vestry went into Executive Session at 8:10pm

The Vestry exited Executive Session at 8:30pm

### Adjournment

The Vestry Meeting was adjourned with a prayer at 8:30pm PT

James Kadleck  
Clerk of Vestry

April 26, 2016  
Date of approval